

**United States District Court  
Western District of Oklahoma**

**INSTRUCTIONS:**

**REPORT DUE BY PARTIES AT THE CONCLUSION OF THE ADR SESSION**

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- In accordance with the Scheduling Order or other Order entered in the case referring the case to ADR, the ADR session is to be completed by a date certain and parties are to report the results back to the Court by that date or date appropriately extended by the Court.
- A suggested form or format- **ADR REPORT BY PARTIES** - for this purpose is included in these materials. The ECF Attorney Menu has this Report by Parties as a filing choice. For your convenience, the form is also available on the Court's website at ADR - **[www.okwd.uscourts.gov](http://www.okwd.uscourts.gov)**.
- **Counsel are Responsible for Compliance with the Court's Order of Referral** to an ADR process even though the chosen process and agreement to use it was voluntary. Further, for purposes of mediation in particular, counsel may select a mediator of their choice who may not be a member of the Court's panel and thus does not have the responsibilities to the Court as does a panel member.
- The Court and chambers' staff must timely know only the outcome of an ADR session. Therefore, counsel are to report the results only of the ADR session - **no confidential information from the ADR Session should be included.**
- Any other issues arising from the ADR should be taken up with the Court by appropriate motion.
- The completed **ADR REPORT BY PARTIES** should be filed with Court no later than the ADR completion date ordered by the Court..

Please do not hesitate to call the Court's ADR staff for assistance:  
ADR Administrator and Settlement Staff Attorney  
(405) 609-5078

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## Mediation

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## Early Neutral Evaluation

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- \_\_\_ Case settled before ADR
- \_\_\_ Case settled at ADR session
- \_\_\_ Case settled in part - Explain

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## Other

## Other

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